

Roscoe Collegiate ISD

Employee Handbook



2025 - 2026

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Tecka Heaps

Assistant Superintendent

PO Box 579 - Roscoe, TX 79545

325-766-3327

theaps@roscoe.esc14net

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Roscoe Collegiate ISD Employee Handbook Receipt 2025 – 2026

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Roscoe Collegiate ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

Electronic format on the Roscoe ISD webpage <https://www.roscoe.esc14.net/>

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact Tecka Heaps (Assistant Superintendent) to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provided updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform my supervisor of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the campus principal if I have questions or concerns or need further explanation.

Signature

Date

Roscoe Collegiate ISD Handbook (Revised 6/2025)

Please sign and date this receipt and submit it to your campus principal.

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Introduction

The purpose of this handbook is to provide information that will help with questions and pave the way for a successful year. Not all district policies and procedures are included. Those that are, have been summarized. Suggestions for additions and improvements to this handbook are welcome and may be sent to the Administration office.

This handbook serves as a guide to and a brief explanation of district policies and procedures related to employment. These policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. District policies can be accessed by visiting the RCISD website.

Roscoe Collegiate ISD Mission Statement

Roscoe Collegiate ISD believes that all students will learn and be successful, regardless of their previous life experiences. We believe that it is the purpose of our school to educate all students to their highest level of academic performance, while nurturing positive growth in social/emotional skills that are necessary to be productive members of our community and society.

Roscoe Collegiate ISD is responsible for the preparation of its students to meet the challenges that they will face in tomorrow's world. It is our responsibility to: "Produce productive, active, and social members for society."

Motto

“Cultivating young minds to meet tomorrow’s challenges.”

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Roscoe Collegiate High School Mission Statement

Through partnerships with TSTC and WTC, Roscoe Collegiate High School will provide each student with the opportunity to receive an accelerated, rigorous, and blended education leading to an Associate Degree (or as many college credit hours as possible), Industry Based Certificate, or a higher education certificate. Additionally upon graduation, students will have the opportunity to earn a STEM, Arts and Humanities, Business and Industry, Multidisciplinary Studies, and/or Public Service endorsement. The staff is committed to providing personalized and supportive instruction that will enable students to meet the high academic standards of state assessments, college expectations, and success in the workforce.

Montessori Early Childhood Center Mission Statement

At the Early Childhood Center (ECC), we believe that early childhood education lays the foundation for lifelong learning and the betterment of society, as inspired by Dr. Maria Montessori. Our community of educators, families, and young learners works together to create a safe, nurturing, and enriching environment where every child is valued and empowered to reach their full potential.

“Growing confident, curious learners ready for tomorrow.”

Roscoe Elementary Mission Statement

The Roscoe Elementary community of educators, students, and families create an enriched learning environment where all feel safe, valued, and prepared to reach their full potential through the use of state standards and rigorous and relevant instructional strategies.

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Roscoe Collegiate Independent School District Computer Network Acceptable Use

Policy Updated 06/2024

The RCISD System

The Roscoe Collegiate Independent School District Computer Network System may consist of all but is not limited to the following: file and application servers, printers, workstation computers, laptops and portable computers, network routers, network switches, network cable and patch cables, wireless access points, IP cameras, fiber optic cable(s), interactive whiteboards, data projectors, interactive whiteboards, interactive and non-interactive screens, computer monitors, computer mice and keyboards, phones, student learning pads, tablets (iPads, iMacs, Macbooks, Apple Devices, etc.), and calculators. These things hereafter may be referred to in whole or in part as the Roscoe Collegiate ISD computer network system, the computer network, the system(s), the RCISD network, the RCISD system, or the Roscoe Collegiate ISD computer network.

Computer Network Acceptable Use Guidelines

The Roscoe Collegiate ISD Administrative staff shall implement, monitor, and evaluate administrative regulations, guidelines, electronic media resources, and user agreements, consistent with the purposes and mission of Roscoe CISD and with law and policy governing copyright. These resources and any part of the RCISD Network are to be used strictly for instructional, educational, and/or administrative purposes ONLY. This Roscoe CISD School Board approved Acceptable Use Policy (AUP) also covers rules, regulations, policies, and procedures expressed within the Responsible Use Guidelines document, with the Mobile Device Agreement and Technology Usage form.

Availability and Access

Access to the Roscoe CISD computer network, including Internet access, shall be made available to students and/or employees EXCLUSIVELY for instructional and administrative purposes as well as in accordance with administrative regulations and approved uses. This includes, but is not limited to, streaming media (i.e. videos, sound bytes, songs, etc.), documents, web pages,

information, etc. Access to the Roscoe CISD computer network is a PRIVILEGE, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations in this Acceptable Use Policy (AUP) governing the use of the Roscoe CISD computer network and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in disciplinary action consistent with Roscoe CISD policies and regulations. Violations of law may result in criminal prosecutions and/or disciplinary action by Roscoe CISD.

Roscoe CISD is the sole owner of all accounts associated with any part of the Roscoe CISD system including but not limited to, the network database, district email system, human resources system, student information system, finance system, timeclock system, etc. Any policies that the district puts in place for any of the aforementioned systems to remain in effect whether being utilized

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or otherwise accessed from district resources or personal or privately owned resources.

Monitored Use

Electronic mail transmissions, Internet use, and other uses of the Roscoe CISD computer network by students and/or faculty and staff shall not by any means be considered confidential and may be monitored at any time by Roscoe CISD Administrative Staff to ensure appropriate use for educational or administrative purposes ONLY. District email and Internet use is by no means private and all information regarding email, computer usage and any connected system(s), and/or Internet logs are subject to subpoena in a court of law.

District Email

District email will be provided to faculty, staff, and students from Kindergarten through the twelfth grade with parent or guardian approval via signature of this AUP. The district email system is to be used for educational and/or administrative purposes only! All district email must be absent of all political and/or religious undertones, overtones, or references. All district email is subject to archiving policies that have been developed, implemented, and put in place by the Roscoe CISD Administrative Staff. The Roscoe CISD Technology Department will oversee the email archiving solution that has been developed and put in place. All district email is subject to monitoring at any time without notice to the individuals sending or receiving said emails up to and in accordance with rules set forth by law. Roscoe CISD Administration reserves the right to review archived email at any time to ensure that district email is being used for educational and/or administrative purposes only, and that proper digital citizenship is being adhered to. Students will only be able to email within the school district. Exceptions may be made on a case by case basis for educational purposes only and if approved by district administration. Access to personal email or web-based email from district computers is strictly prohibited for students. Faculty and staff should use wise judgment while using personal email on district equipment. Some exceptions for students may be made, but for administrative or educational purposes only. Such exceptions are left to the discretion of the Roscoe CISD Superintendent, Assistant Superintendent, and/or the Technology Director.

Internet Safety, Filtering, and Digital Citizenship

The Roscoe Collegiate Independent School District, in an effort to control faculty, staff, and students' access to inappropriate materials, as well as to materials that are harmful to minors; takes steps to ensure student safety and security if and/or when using electronic

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communications; prevents unauthorized access, including hacking and other unlawful activities; and restricts unauthorized disclosure, use, and dissemination of personally identifiable information regarding students. Roscoe CISD devices with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful

to minors, as defined by the federal Children's Internet Protection Act (CIPA) and/or as determined by the Roscoe CISD Administrative staff. While Roscoe CISD will attempt to block any inappropriate content, Parents, Students, Faculty, and Staff must understand that there is NO "perfect" system that will guarantee 100% protection from ALL "inappropriate material".

Roscoe CISD will, however, do all that it can to prevent access to such material through its CIPA certified content filtering system (currently: "LineWize"). Furthermore, it is impossible to reflect each family's attitudes on what is meant by "inappropriate material". It is very important for each family/employee to read and understand the following:

A student or employee will not be permitted to use the Roscoe CISD computer network to access material that is profane or obscene (pornography, etc.), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). If a student mistakenly accesses inappropriate information, he/she should immediately tell a member of the Roscoe CISD Faculty or Staff who should, in turn, inform the Technology Director and/or Campus Principal. In the same manner, If an employee mistakenly accesses inappropriate material, he/she should immediately inform his/her supervisor. This will protect the student or employee respectively against a claim that he/she has intentionally violated this Acceptable Use Policy. Be aware that monitoring software is available to research access logs. In the event of a suspected intentional access of an inappropriate website, Roscoe CISD will review the site access logs, and the appropriate disciplinary action will be administered. This will be determined by the Roscoe CISD administrative staff in accordance with the student or employee code of conduct.

The district will instruct its students and employees on the proper use of the RCISD system and the Internet. RCISD will also stress the importance of digital citizenship (appropriate and responsible use of all technology whether at home or at school) to all of its students and employees. The Responsible Use Guidelines document will help to make these expectations clear, and it is expected that the Responsible Use Guidelines document be followed.

Furthermore, students are also forbidden from accessing or attempting to access any kind of messaging software or Internet "chat-rooms" of any sort that are not explicitly provided by or approved by the district (Ex. Google Classroom). This is for the protection of the students while under school supervision. Parents or legal guardians should instruct their children if there is additional material that they think is inappropriate for them to access. The district fully expects that a student will follow his/her parent's or legal guardian's instructions, and the Roscoe CISD nor any of its employees will be held liable for the child's negligence of

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parent/legal guardian rules and expectations or additional home rules regarding the use of technology.

Artificial Intelligence

The Roscoe Collegiate Independent School District (RCISD) recognizes the educational value of Artificial Intelligence (AI) tools. To ensure responsible and effective use, the following guidelines apply:

AI Output Review: Always review and critically assess outputs from AI tools before submission or dissemination. Staff and students should utilize AI-generated content as a tool to assist in learning but with careful consideration.

Bias and Misinformation: AI-generated content possesses biases and may contain inaccuracies. Critically assess AI-produced results before considering them in academic work.

Safety & Respect: Users must not use AI tools to create or propagate harmful, misleading, or inappropriate content. Refer to the RCISD Student Code of Conduct and/or Staff Handbook for further details on what could be considered inappropriate.

Transparency: Any use of AI to aid assignments, projects, or research must be declared and approved by the teacher.

Usage: AI tools will be used for assigned educational purposes only. Misuse or malicious use of AI technologies will lead to disciplinary action based on RCISD school policies.

While AI can enhance learning experiences, it is essential to use it responsibly and ethically.

Cyber Bullying

In accordance with (AIW) CQ(Legal) (Electronic Communication and Data Management), issued 8/11/2010 and (The Children's Internet Protection Act); in compliance with Texas House Bill 2003. Texas House Bill No. 2003 – A BILL TO BE ENTITLED AN ACT: relating to the creation of the offense of online harassment.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

SECTION 1. Chapter 33, Penal Code, is amended by adding Section 33.07 to read as follows: Sec. 33.07. ONLINE HARASSMENT.

(a) A person commits an offense if the person uses the name or persona of another person to create a web page on or to post one or more messages on a commercial social networking site: (1) without obtaining the other person's consent; and

(2) with the intent to harass, embarrass, intimidate, or threaten any person. Sec.

33.07. ONLINE HARASSMENT continued.

(b) A person commits an offense if the person sends an electronic mail, instant message, text message, or similar communication that references a name, domain address, phone number, or other item of identifying information belonging to any person:

(1) without obtaining the other person's consent; and

(2) with the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication.

(c) An offense under this section is a Class A misdemeanor, except that the offense is a felony of

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the third degree if the actor commits the offense with the intent to harm or defraud another. (d) If conduct that constitutes an offense under this section also constitutes an offense under any other law, the actor may be prosecuted under this section, the other law, or both. (e) In this section: (1) "Commercial social networking site" means any business, organization, or other similar entity operating a website that permits persons to become registered users for the purpose of establishing personal relationships with other users through direct or real-time communication with other users or the creation of web pages or profiles available to the public or to other users. The term does not include an electronic mail program or a message board program. (2) "Identifying information" has the meaning assigned by Section 32.51.

SECTION 2. This Act took effect September 1, 2009.

Disclaimer of Liability

Roscoe CISD shall not be liable for the users' inappropriate use of Roscoe CISD's computer network resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Roscoe CISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet. RCISD Administration will oversee Roscoe CISD's computer network. Oversight of the posting of official district, campus, or division/department materials on Roscoe CISD's computer network will be the responsibility of the Superintendent, Principals, division/department supervisor, or the Technology Director. Roscoe CISD's system(s) will be used ONLY for administrative and instructional purposes consistent with Roscoe CISD's mission and Goals.

Training

Training for employees and students in the proper use of the system(s), including digital citizenship and cybersecurity, will be provided. All users will be provided a copy (this form) of the Roscoe CISD Acceptable Use Policy. Training in the Roscoe CISD system(s) will emphasize the ethical use of the system's resources.

Copyright

Copyrighted software or data may not be placed on any system connected to the District's system(s) without permission from the holder of the copyright. Only the owner(s) or individual(s) specifically authorized may upload copyrighted material to the system(s) and must have prior authorization from the Technology Director.

Computer Network Access

With the approval of the Superintendent, Principals, or division/departmental supervisor and/or Technology Director, users will be granted appropriate access to Roscoe CISD's Computer network only after returning a signed copy of the Acceptable Use Policy Agreement AND completing any and all documentation required by the Human Resources Department. Any system users identified as having violated District, campus, and/or division/department system acceptable use guidelines will be subject to disciplinary action consistent with Roscoe CISD's policies and Regulations.

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System(s) Coordinator's Responsibilities

The system coordinator(s) (Superintendent, Principals, division/department supervisor, and/or Technology Director) for the computer network will be responsible for disseminating and enforcing applicable District policies and Acceptable Use guidelines for the Roscoe CISD system(s). The system coordinator(s) will ensure that all users of the District's system(s) complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements shall be kept on file by the District for the remainder of the school year. The coordinator(s) will ensure that all employees supervising students who use Roscoe CISD's system(s) provide training emphasizing the appropriate uses of these resources (digital citizenship), and that they be authorized to monitor or examine all system(s) activities deemed appropriate to ensure proper use of the system(s).

Individual User Responsibilities - Digital Citizenship

The following standards along and in conjunction with the Responsible Use Document and/or the Mobile Device Agreement and Technology Usage Form will apply to all users of Roscoe CISD's computer network/communications system(s). Users who violate these standards may be subject to disciplinary action in accordance with Roscoe CISD policies and regulations, which may include but is not limited to revocation of computer network access.

- The system(s) may NOT be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Roscoe CISD Acceptable Use Policy, student code of conduct, employee code of conduct, or by district administration.
- The Roscoe CISD Computer network will be used for school-related business or educational purposes ONLY.
- System users may NOT use another person's ID or password under ANY circumstances unless otherwise instructed by the Superintendent or the Technology Director/Cybersecurity Officer.
- Each user will keep secure and confidential his/her password(s) relating to any facet of the computer network as well as any information and/or data to which he/she has access. This includes but is not limited to the Student Information System, the Grade Book Program, the Attendance Program, the Finance System, the Email System, and the General Computer Network. It is a violation of security to share any information pertaining to the Roscoe CISD Computer Network with anyone.
- System users shall maintain electronic information in accordance with established guidelines. System users will NOT upload, download, or install ANY programs or software of ANY kind to ANY of Roscoe CISD's system(s) without prior, appropriate authorization from the Technology Director.
- System users may not knowingly bring into or download or access prohibited materials from the Roscoe CISD computer network. Users who violate these standards may be subject to disciplinary action in accordance with Roscoe CISD policies, the district's student or employee code of conduct, and/or legal actions.
- Employees of the district are NOT permitted to allow students to access devices assigned to an employee, nor are students permitted to use an employee's credentials in any circumstance to access the system(s) unless explicitly approved by the Technology Director and/or Cybersecurity Officer.

Vandalism Prohibited

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Any attempt to harm, deface, willingly incapacitate, destroy, or otherwise vandalize ANY equipment, materials, data of another user of the Roscoe CISD's system(s), or any of the agencies or other networks that are connected to the Internet is strictly prohibited by Roscoe CISD and local, state, and federal law. Any attempts to compromise, degrade, or disrupt any system's performance may be viewed as vandalism and/or violations of Roscoe CISD policies and administrative regulations and, possibly, as criminal activity under applicable local, state, and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses, defacing equipment, or deliberate destruction of any system components, etc. Any user that violates these standards will be held legally and/or financially responsible for the damage that is caused to any of the Roscoe CISD computer network systems or individual computers and is subject to criminal prosecution and/or disciplinary action.

Mobile Devices

Shared Devices

A shared device is any device that is part of a classroom set or part of a set on a cart. It is used by more than one person. The use of a shared mobile device is a privilege not a right. Mobile device carts or devices that are part of a classroom set will be checked out to teachers only. The teacher is responsible for assigning said mobile devices to students. The student will be assigned a specific device by a teacher, and sign for said device. In so doing, the student accepts FULL responsibility for said device while it is in his/her care. The mobile device will be inspected for damage when checked out to the student AND when returned. It is expected that the mobile device will be returned in the same condition as when it was checked out. Users will NOT be permitted to take any shared mobile device home unless receiving prior approval from administration and the student and parent/guardian accept the terms of the Mobile Device Agreement and Technology Usage Form.

One-to-one Devices

A one-to-one device is a school-owned device that is assigned to an individual for educational use only. It is used by only one person. The use of a one-to-one mobile device is a privilege not a right. A student and parent or guardian will fill out and sign for the mobile device using the Mobile Device Agreement and Technology Usage Form upon its checkout and sign for its return as well. In so doing the user accepts responsibility for said device while it is in his/her care. The mobile device will be inspected for damage when checked out AND when returned. It is expected that the mobile device will be returned in the same condition as when it was checked out with the exception of reasonable use. Users of a one-to-one mobile device WILL be permitted to take that device home with them provided it has been approved by administration and the student and parent/guardian accept the terms of the Mobile Device Agreement and Technology Usage Form. This is subject to change at the discretion of the superintendent and technology director.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete,

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copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. All District Email is filtered for content and viruses and is always subject to review by the Superintendent, Assistant Superintendent, and/or the Technology Director to ensure that the system is being used for school-related business ONLY.

Limitation/Termination/and/or Revocation of System User Access

The District may limit, suspend, or revoke a system user's access to Roscoe CISD's system(s) upon violation of Roscoe CISD policy or administrative regulations regarding acceptable use.

Warning

System users and parents of students with access to Roscoe CISD's computer network should be aware that use of the system may provide access to other electronic communication systems in the global electronic network (on the Internet) that may contain inaccurate or objectionable material. Roscoe CISD cannot and will not be held responsible for such material.

Disclaimer

Roscoe CISD's computer network system is provided on an "as is, as available" basis. Roscoe CISD does not make any warranties, whether expressed or implied, with respect to any services provided by the system(s) and any information or software contained therein. Roscoe CISD does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not Roscoe CISD. Roscoe CISD will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of Roscoe CISD's computer network system.

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EMPLOYEE INFORMATION:

Roscoe Collegiate Independent School District Acceptable Use Policy Agreement

By signing this form, I understand, agree with, and will abide by the rules and standards set forth in the Roscoe CISD Computer Network Acceptable Use Policy. I understand that to gain access to the Roscoe CISD computer network system, I must return this signed form. I understand that this access is designed for educational purposes ONLY. I further understand that any violation of the Acceptable Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, monetary liability may be incurred, school disciplinary action may be taken, and/or appropriate legal action may ensue.

Employee Name (PLEASE PRINT): _____

Employee Signature: _____

Date: ____ / ____ / _____

SIGNATURE AND AGREEMENT PAGE:

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EMERGENCY DRILL SIGNALS

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard

Tornado
Hazmat
Earthquake
Tsunami

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold
Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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2025 - 2026 RCISD Calendar

REVISED 2025

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Updated 5-21-25

AUGUST '25						
S	M	T	W	Th	F	S
			30	31	1	2
3	S	S	S	S	S	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SEPTEMBER '25						
S	M	T	W	Th	F	S
31	H	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	H	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	H	H	H	H	H	29

DECEMBER '25						
S	M	T	W	Th	F	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	E	E	E	20
21	H	H	H	H	H	27
28	H	H	H			

JANUARY '26						
S	M	T	W	Th	F	S
				H	H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- New Teacher SD
- School Holiday
- Early Release
- Bad Weather Day
- Staff Development
- 1st Six Weeks

Roscoe Collegiate ISD 2025-2026

First Day of School Aug. 11 Labor Day Sept. 1
 Columbus Day Oct. 13 Thanksgiving Nov. 24-28
 Christmas Break Dec. 22-Jan. 2
 Spring Break March 16-20
 Good Friday April 3
 Last Day of School May 21
 Kindergarten Graduation May 21
 High School Graduation May 22
 New Teacher SD July 30, 31 Aug. 1
 Staff Development Aug. 4-8, Feb. 16, May 22
 Memorial Day May 25
 Bad Weather Day May 26-27
 Summer School June 1 - July 17

Offices will be closed June 29 - July 3.

Exam Dates:

Final Exams Dec. 17, 18, 19
 Spring Exams May 19, 20, 21
 Grading period starts Grading period ends
 Aug. 11.....Sept. 19
 Sept. 22.....Oct. 31
 Nov. 3.....Dec. 19
 Jan. 6.....Feb. 13
 Feb. 16.....April 3
 April 6.....May 22

Contact Information

Administration Office.....325-766-3629
 High School.....325-766-3327
 Elementary School.....325-766-3323
 Early Childhood Center.....325-766-2220
 Superintendent - Guillermo Mancha, Jr.
gmancha@roscoe.esc14.net
 Assistant Superintendent - Tecka Heaps
theaps@roscoe.esc14.net
 Higher Education Coordinator - Vanessa Galvan
vgalvan@roscoe.esc14.net
 Secondary Principal - Rebecca Mebane
rmebane@roscoe.esc14.net
 Elementary Principal - Lindsay Freeman
lfreeman@roscoe.esc14.net
 Assistant Principal - Heather Greenwood
hgreenwood@roscoe.esc14.net
 Stem Administrator - Alex McCambridge
amccambridge@roscoe.esc14.net
 Early Childhood Principal - Katherine Jackson
kiackson@roscoe.esc14.net
 Secondary Counselor - Morgan Gainey
mgainey@roscoe.esc14.net
 Elementary Counselor - Kelcee Drake
kdrake@roscoe.esc14.net
 Athletic Director - Dan Loyd
dloyd@roscoe.esc14.net

Revised 3-31-25

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	S	17	18	19	20	21
22	23	24	25	26	27	28

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	H	H	H	H	H	21
22	23	24	25	26	27	28
29	30	31				

APRIL '26						
S	M	T	W	Th	F	S
			1	2	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	E	E	E	S	23
24	H	B	B	28	29	30

JUNE '26						
S	M	T	W	Th	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	H	H				

JULY '26						
S	M	T	W	Th	F	S
			H	H	H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 2nd Six Weeks
- 3rd Six Weeks
- 4th Six Weeks
- 5th Six Weeks
- 6th Six Weeks
- Summer School

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Web Links:

SCHOOL CALENDAR ECC, ELEMENTARY, HIGH SCHOOL CLASS SCHEDULE

<http://www.roscoe.escl4.net>

STAAR CALENDAR

<https://tea.texas.gov/student.assessment/calendars/>

UIL CALENDAR

<https://www.uiltexas.org/calendar>

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Employee Email Addresses

Janie Abrigo	jabrigo@roscoe.esc14.net	Fallon Ludlum	fludlum@roscoe.esc14.net
Krystal Acevedo	kacevedo@roscoe.esc14.net	Jamie Maloney	jmaloney@roscoe.esc14.net
Angelica Bailey	abailey@roscoe.esc14.net	Rachel Mancha	rmancha@roscoe.esc14.net
Andrea Barkley	abarkley@roscoe.esc14.net	Felipe Marquez	fmarquez@roscoe.esc14.net
Kaitlyn Barnhill	kbarnhill@roscoe.esc14.net	Kristi Martin	kmartin@roscoe.esc14.net
Heather Bentle	hbentle@roscoe.esc14.net	Alex McCambridge	amccambridge@roscoe.esc14.net
Russell Best	rbest@roscoe.esc14.net	Stefanie McCambridge	smccambridge@roscoe.esc14.net
Sabrina Bishop	sbishop@roscoe.esc14.net	Alexis McClain	amclain@roscoe.esc14.net
Delma Boston	dboston@roscoe.esc14.net	Dianna McElyea	dmceleyea@roscoe.esc14.net
Feliciana Campa	fcampa@roscoe.esc14.net	Kianna McMillan	kmcmillan@roscoe.esc14.net
Megan Cano	mcano@roscoe.esc14.net	Billy Mebane	bmebane@roscoe.esc14.net
Dennis Campbell	dcampbell@roscoe.esc14.net	Rebecca Mebane	rmebane@roscoe.esc14.net
Jacee Cheney	jcheney@roscoe.esc14.net	Brenda Menken	bmenken@roscoe.esc14.net
Juanita Cisneros	jcisneros@roscoe.esc14.net	Maria Montoya	mmontoya@roscoe.esc14.net
Jacklyn Covington	jcovington@roscoe.esc14.net	Justina Morales	jumorales@roscoe.esc14.net
Delbert Davis	ddavis@roscoe.esc14.net	Cathy Morgan	cmorgan@roscoe.esc14.net
Andrew Deleon	adeleon@roscoe.esc14.net	Jessica Morris	jmorris@roscoe.esc14.net
Kristie Denton	kdenton@roscoe.esc14.net	Jimmy Moses	jmoses@roscoe.esc14.net
Kim Dickson	kdickson@roscoe.esc14.net	Tara Moses	tmoses@roscoe.esc14.net
Kelcee Drake	kdrake@roscoe.esc14.net	Gaby Munoz	gmunoz@roscoe.esc14.net
Sabrina Early	searly@roscoe.esc14.net	Parker Neff	pneff@roscoe.esc14.net
Martha Espinoza	mespinoza@roscoe.esc14.net	Maribel Ornelas	mornelas@roscoe.esc14.net
Lindsey Evans	levans@roscoe.esc14.net	Daylyn Pakebusch	dpakebusch@roscoe.esc14.net
Sonia Flores	sflores@roscoe.esc14.net	Gwen Phillips	gphillips@roscoe.esc14.net
Billy Floyd	bfloyd@roscoe.esc14.net	Cheyenne Redder	chredder@roscoe.esc14.net
Hillary Foreman	hforeman@roscoe.esc14.net	Clayton Redder	credder@roscoe.esc14.net
Lindsay Freeman	lfreeman@roscoe.esc14.net	Kalee Rich	krich@roscoe.esc14.net
Morgan Gainey	mgainey@roscoe.esc14.net	Lusia Rico	lrico@roscoe.esc14.net
Ryan Gainey	rgainey@roscoe.esc14.net	Tiffany Roach	troach@roscoe.esc14.net
Vanessa Galvan	vgalvan@roscoe.esc14.net	Jamie Robinson	jrobinson@roscoe.esc14.net
JC Gambill	jgambill@roscoe.esc14.net	Rosa Rocha	rrocha@roscoe.esc14.net
Melissa Garcia	mgarcia@roscoe.esc14.net	Juan Rodriguez	jrodriguez@roscoe.esc14.net
Iris Gonzalez	igonzaez@roscoe.esc14.net	Monica Rogers	mrogers@roscoe.esc14.net
Kayla Graves	kgraves@roscoe.esc14.net	Joe Smith	jdsmith@roscoe.esc14.net
Heather Greenwood	hgreenwood@roscoe.esc14.net	Kay Smith	kaysmith@roscoe.esc14.net
Shelley Gunter	sgunter@roscoe.esc14.net	Norma Solis	nsolis@roscoe.esc14.net
Carolee Hardin	chardin@roscoe.esc14.net	Shawn Speck	sspeck@roscoe.esc14.net
Linda Hatcher	lah@roscoe.esc14.net	Seth Summers	ssummers@roscoe.esc14.net
Tecka Heaps	theaps@roscoe.esc14.net	Lindsay Toothman	ltoothman@roscoe.esc14.net
Shelby Huddle	shuddle@roscoe.esc14.net	Jessica Ughanze	jughanze@roscoe.esc14.net
Eduardo Islas	eduardoisl@roscoe.esc14.net	Julie Villa	jvilla@roscoe.esc14.net
Katherine Jackson	kjackson@roscoe.esc14.net	Heather Ward	hward@roscoe.esc14.net
Jennifer Jennings	jjennings@roscoe.esc14.net	Robyn Welch	rwelch@roscoe.esc14.net
Mandy Lara	mlara@roscoe.esc14.net	Tina Westbrook	twestbrook@roscoe.esc14.net
Jady Lehde	jlehde@roscoe.esc14.net	Kasey Williams	kwilliams@roscoe.esc14.net
Brittany Leija	bleija@roscoe.esc14.net	Rhonda Wilson	rwilson@roscoe.esc14.net
Christy Little	clittle@roscoe.esc14.net	Cristy Wolowicz	cwolowicz@roscoe.esc14.net
Bonnie Loyd	bloyd@roscoe.esc14.net	Marckus Wolowicz	mwolowicz@roscoe.esc14.net
Dan Loyd	dloyd@roscoe.esc14.net	Jennifer Womble	jwomble@roscoe.esc14.net

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Jana Young jgy@roscoe.esc14.net
 Amanda Zamora azamora@roscoe.esc14.net

Employee Birthdays

Belma Hope	Aug. 2	Ana Islas	Aug. 5
Hillary Foreman	Aug. 6	Joe Smith	Aug. 9
Dan Loyd	Aug. 16	Patricia Rangel	Aug. 16
Andrea Barkley	Aug. 21	Cheyenne Redder	Aug. 25
Monica Perez	Aug. 27	Andrew Deleon	Aug. 29
Tina Westbrook	Aug. 30		
Delbert Davis	Sept. 3	Vanessa Galvan	Sept. 5
Clayton Redder	Sept. 6	Julie Villa	Sept. 6
Bonnie Loyd	Sept. 7	Fallon Ludlum	Sept. 8
Billy Floyd	Sept. 10	Kristi Martin	Sept. 10
Heather Bentle	Sept. 12	Lindsey Evans	Sept. 15
Gwen Phillips	Sept. 18	JC Gambill	Sept. 19
Guillermo Mancha	Sept. 21	Nina Palafox	Sept. 22
Megan Cano	Sept. 25	Gabriella Munoz	Sept. 25
Kalee Rich	Sept. 27	Heather Greenwood	Sept. 29
Stefanie McCambridge	Sept. 29		
Morgan Gainey	Oct. 4	Rachel Mancha	Oct. 5
Alex (Skip) McCambridge	Oct. 6	Janie Abrigo	Oct. 12
Alexis McClain	Oct. 17	Maria Montoya	Oct. 19
Brittany Leija	Oct. 24	Norma Solis	Oct. 25
Kasey Williams	Oct. 29	Russell Best	Oct. 30
Gus Willman	Oct. 31		
James McFaul	Nov. 1	Lindsay Freeman	Nov. 5
Jennifer Womble	Nov. 14	Pio Munoz	Nov. 19
Dianna McElyea	Nov. 21	Shawn Speck	Nov. 22
Jacklyn Covington	Nov. 23	Jadyn Lehde	Nov. 29
Rhonda Wilson	Nov. 29		
Felipe Marquez	Dec. 6	Maribel Ornelas	Dec. 10
Adriana Islas	Dec. 11	Kaitlyn Barnhill	Dec. 16
Markcus Wolowicz	Dec. 20	Sabrina Bishop	Dec. 24
Christina Granado	Dec. 24	Juan Rodriguez	Dec. 30
Iris Gonzalez	Jan. 5	Parker Neff	Jan. 5
Jerry Pugh	Jan. 16	Amanda Zamora	Jan. 22

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Tiffany Roach	Jan. 22	Tecka Heaps	Jan. 24
Jennifer Jennings	Jan. 28		

Employee Birthdays

Maria Orozco	Feb. 4	Rebecca Mebane	Feb. 4
Kianna McMillan	Feb. 5	Kristie Denton	Feb. 6
Crystal Wolowicz	Feb. 28		
Daylyn Pakebusch	March 3	Tracy Stevens	March 11
Robyn Welch	March 13	Lusia Rico	March 15
Seth Summers	March 15	Carolee Hardin	March 18
Shelby Huddle	March 18	Kelcee Drake	March 20
Martha Espinoza	March 21	Christina Little	March 25
Mandy Lara	April 5	Billy Mebane	Apr. 6
Kim Dickson	Apr. 10	Monica Rogers	Apr. 11
Justina Morales	Apr. 13	Eduardo Islas	April 16
Heather Ward	Apr. 17	Delma Boston	Apr. 29
Ryan Gainey	May 2	Juanita Cisneros	May 5
Marissa Rosas	May 6	Angelica Bailey	May 10
Feliciana Campa	May 10	Jimmy Moses	May 21
Linda Solis De Villa	May 21	Jaime Robinson	May 21
Kayla Graves	May 23	Shelley Gunter	May 24
Jamie Maloney	May 24	Virginia Rangel	May 28
Brenda Menken	June 5	Kay Smith	June 9
Andrew Stovall	June 10	Sonia Flores	June 13
Lindsay Toothman	June 15	Gracie Grimaldo	June 16
Jana Young	June 16	Krystal Acevedo	June 19
Katherine Jackson	June 22	Jacob Calloway	June 27
Linda Hatcher	June 29	Tara Moses	June 29
Melissa Garcia	June 30		
Lupita Villa	July 3	Jessica Morris	July 5
Cathy Morgan	July 11	Jacee Cheney	July 12
Jessica Ughanze	July 13	Dennis Campbell	July 15
Rosa Rocha	July 21	Sabrina Early	July 28

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ROSCOE COLLEGIATE ISD

BOARD MEETINGS

2025 - 2026

- Monday, August 18, 2025 @ 7:00 p.m.**
- Monday, September 15, 2025 @ 7:00 p.m.**
- Monday, October 20, 2025 @ 7:00 p.m.**
- Monday, November 17, 2025 @ 7:00 p.m.**
- Monday, December 15, 2025 @ 7:00 p.m.**
- Monday, January 19, 2026 @ 7:00 p.m.**
- Monday, February 16, 2026 @ 7:00 p.m.**
- Monday, March 23, 2026 @ 7:00 p.m.**
- (4th Monday of the Month due to Spring Break)
- Monday, April 20, 2026 @ 7:00 p.m.**
- Monday, May 18, 2026 @ 7:00 p.m.**
- Monday, June 15, 2026 @ 7:00 p.m.**

***All Board meetings will be held in the High School AVID room.**

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District Site Based Meeting Dates for 2025-2026

The site-based committee will meet on the **first Monday** of each month, during the school year, except for January. The meeting will begin at approximately **4:15 p.m.**, in the AVID annex room. **September** will be held in August to accommodate Labor day. We do not have a meeting in **January**. The dates are as follows:

August 25, 2025

October 6, 2025

November 3, 2025

December 1, 2025

February 2, 2026

March 2, 2026

April 6, 2026

May 4, 2026

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District Site Based Committee Members

2025-2026

Dr. Guillermo Mancha	Superintendent
Tecka Heaps	Assistant Superintendent of C & I
Kim Alexander	CEN
Alex McCambridge	STEM/SAFETY
Rebecca Mebane	HS Principal
Heather Greenwood	HS Assistant Principal
Lindsay Freeman	Elementary Principal
Katherine Jackson	ECC Principal
Alexis McClain	Mental Health Counselor (District)
Morgan Gainey	High School Counselor
Kelcee Drake	Elementary Counselor
Heather Ward	District Librarian
Vanessa Galvan	Higher Education Coordinator
Kayla Graves	Student Research/IC
Tara Moses	TIA/AVID/ IC
Jamie Maloney	Business Coordinator
Hillary Foreman	School Nurse
Marissa Rosas	LSOA Liaison
Mark Wolowicz	AVID
Krystal Acevado	RTI/Reading IC/Rounds
Janie Abrigo	Special Education
Sabrina Early	Federal Programs/GT
Katie Barnhill	Math
Rachel Mancha	Science
Iris Gonzalez	ELA
JC Gambill	Fine Arts
Shelly Gunter	CTE- Animal Science
NEW	Community

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	Student
	Student
	Parent
Candace Alford	Elementary Parent
Andrea Barkley	Elementary Teacher
Jana Young	ECC Teacher
Tina Westbrook	Reading Interventionist

**High School Site- Based Committee
2025 -2026**

Dr. Guillermo Mancha	Superintendent
Tecka Heaps	Assistant Superintendent of C & I
Rebecca Mebane	Administrator - Principal
Heather Greenwood	Administrator - Asst. Principal
Skip McCambridge	STEM Administrator
Sabrina Early	Federal Programs Director
Heather Ward	Counselor
Vanessa Galvan	Higher Education Coordinator
Jamie Maloney	Business Coordinator
Hilary Foreman	School Nurse
Seth Summers	S. Studies
Kayla Graves	SRP/ IC
Angelica Gonzalez	JH AVID
Krystal Acevedo	RTI/Reading IC
Janie Abrigo	Special Education
Kaitlyn Barnhill	Math
Mark Wolowicz	AVID
Iris Martinez	English/College
Erik Mendoza	Community
Sophie Gleaton	Student

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AVID Site Based Committee 2025-2026

Members are on a volunteer basis only. This should be administrators and teachers at all levels and multiple subjects. Please contact AVID site coordinator if you are interested.

Tecka Heaps - Assistant Superintendent of Curriculum & Instruction

Rebecca Mebane -High School Principal

Skip McCambridge- STEM Administrator

Heather Greenwood - High School Assistant Principal

Heather Ward - High School Counselor

Marckus Wolowicz - HS AVID

Angelica Gonzalez - JH AVID

Monica Rogers - JH RLA

Kit Womble - HS Science

Ryan Gainey - HS History

Jamie Maloney - CTE

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Early Childhood Center Site Based

Katherine Jackson	Administrator
Lindsay Freeman	Administrator
Tecka Heaps	Assistant Superintendent of C & I
Sabrina Early	Federal Programs Director
Kelcee Drake	Counselor
Tara Moses	Instructional Coach
Jana Young	Teacher
Rosa Rocha	Teacher
Heather Bentle	Paraprofessional
Kim Dickson	SpEd Teacher
Lucy Rico	EB Interventionist
Julie Villa	Technology Director
Hilary Foreman	District Nurse
Sharon Gardner	Community Member
Annette Rivera	Parent
Connie Munoz	Parent

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Elementary Site Based

Lindsay Freeman	Administrator
Katherine Jackson	Administrator
Tecka Heaps	Assistant Superintendent of C & I
Sabrina Early	Federal Programs Director
Kelcee Drake	Counselor
Krystal Acevedo	Interventionist/Instructional Coach
Kim Dickson	SpEd Teacher
Julie Villa	Technology Director
Andrea Barkley	Teacher
Lindsay Toothman	Teacher
Delma Boston	Teacher
Candace Alford	Parent
Timpy Tiemann	Community Member
Hillary Foreman	District Nurse

Early Childhood Center Campus Leadership Team

Katherine Jackson	Administrator
Amanda Zamora	Secretary
Kelcee Drake	Counselor
Tara Moses	Instructional Coach
Hillary Foreman	Nurse
Jana Young	Teacher
Kristi Martin	Teacher
Gabriella Munoz	Paraprofessional

Elementary Campus Leadership Team

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Lindsay Freeman	Administrator
Kelcee Drake	Counselor
Hillary Foreman	Nurse
Krystal Acevedo	Instructional Coach
Tara Moses	Instructional Coach
Tina Westbrook	Interventionist
Martha Espinoza	Teacher
Diana McElyea	Teacher
Christy Little	Secretary

High School Campus Leadership Team

Rebecca Mebane	Administrator - Principal
Heather Greenwood	Administrator - Asst. Principal
Skip McCambridge	STEM Administrator
Heather Ward	Counselor
Billy Mebane	PTECH
Shelley Gunter	AG/STEM
Iris Gonzalez	ELA
Seth Summers	Social Studies
Katilyn Barnhill	Math
Janie Abrigo	Special Education
Kaitlyn Barnhill	Math
Mark Wolowicz	AVID

District Leadership Team

- Dr. Guillermo Mancha - Superintendent
- Tecka Heaps - Assistant Superintendent
- Rebecca Mebane - HS Principal
- Heather Greenwood - HS Assistant Principal

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Lindsay Freeman - Elementary Principal
 Katherine Jackson - ECC Principal
 Alex McCambridge - STEM Administrator
 Heather Ward - District Librarian
 Alexis McClain - Mental Health Counselor
 Sabrina Early - Federal Programs
 Kelcee Drake - Elementary Counselor
 Morgan Gainey - HS Counselor
 Krystal Acevedo - RTI/Rounds/IC
 Kayla Graves - Student Research/IC
 Tara Moses - TIA/AVID/IC
 Jamie Maloney - CTE
 Hillary Foreman - District Nurse
 Julie Villa - Technology Director
 Vanessa Galvan - PTECH
 Dan Loyd - Athletic Director
 Marissa Rosas - LSOA Lead PEIMS
 Kim Alexander - CEN

District Leadership Meeting Dates 25/26

August 27, 2025

September 10, 2025

September 24, 2025

October 8, 2025

October 22, 2025

November 5, 2025

November 19, 2025

December 10, 2025

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January 14, 2026

January 28, 2026

February 11, 2026

February 25, 2026

March 11, 2026

April 8, 2026

April 22, 2026

May 13, 2026

School Health Advisory Council

2025 - 2026

Hillary Foreman	District Nurse
Tecka Heaps	Assistant Superintendent
Lindsay Freeman	Elementary Principal
Katherine Jackson	ECC Principal
Heather Greenwood	HS Assistant Principal
Linda Carter	Cafeteria
Amber Ridenour	Parent
Maegan Taylor	Parent

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SHAC Meeting Dates

All meetings will start at 4:15

September 17, 2025

November 12, 2025

February 18, 2026

April 15, 2026

ADVISORY BOARD COMMITTEE - 2025-2026

TECKA HEAPS - ASSISTANT SUPERINTENDENT

REBECCA MEBANE - HS PRINCIPAL

LINDSAY FREEMAN - ELEMENTARY PRINCIPAL

KATHERINE JACKSON - ECC PRINCIPAL

HILLARY FOREMAN - DISTRICT NURSE

LINDA CARTER - CAFETERIA

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CAFETERIA MANAGER

PARENT -

PARENT -

STUDENT - Ty Mebane

STUDENT -

ADVISORY BOARD COMMITTEE MEETING DATES - 2025-2026

All meetings will take place @ 4:15

September 17, 2025

February 18, 2026

April, 15, 2026

Sponsors 2025-2026

Class Sponsors 2025 – 2026

Seniors

Juniors S

Sophomores

Freshmen

8th Grade

7th Grade

6th Grade

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Organizational Sponsors

Junior High UIL	
High School UIL	Iris Gonzales
FFA	Shelley Gunter
H.S. One Act Play UIL	Rachel Mancha
J.H. One Act Play UIL	Jacee Cheney
H.S. Cheerleader Sponsor	Kristi Martin
J.H. Cheerleader Sponsor	Lindsay Toothman
Spanish Honor Society	Angelica Bailey
Yearbook	Parker Neff
AVID	Tara Moses
Band	JC Gambill
Athletic Director	Dan Loyd

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2025-2026 Early Childhood Center Schedule

Admin & Early Staff Arrival	7:00
Staff Morning Meeting & Launch	7:15 - 7:20
Breakfast & Drop Off	7:20 - 7:50 (<i>Breakfast serving ends at 7:45.</i>)
Morning Meeting	7:50 - 8:10
Three Hour Uninterrupted Work Period	8:10 - 11:10 (<i>Kinders leave after meeting for music.</i>)
Kindergarten Music/PK Circle	8:10 - 8:55
PK Music (<i>paras attend music</i>)	8:55 - 9:20
Daily Bluebonnet Kindergarten Math	8:55 - 10:00
Transition Time	11:10 - 11:15
Lunch Front Pod/Recess Back Pod	
Paraprofessional Lunch	11:15 - 11:45
Front Pod Bathroom Break	11:40 - 11:45
Lunch Back Pod/Recess Front Pod	
Teacher Lunch	11:45 - 12:15
Back Pod Bathroom Break	12:10 - 12:15
iPads Kindergarten	
PE Pre-K	12:15 - 12:45
iPads Pre-K	
PE Kindergarten	12:45 - 1:15
Teacher Conference	12:15 - 1:00
Kindergarten Saxon & Wonders/Pre- K Nap	1:15 - 2:30
Zamora Lunch/Leija Cover	1:15 - 2:00
Science & Social Studies	2:30 - 3:00
Closing & Dismissal	3:00 - 3:15 (<i>All students need to be in the hall by 3:10.</i>)
Bus Recess	3:10 - 3:30

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Elementary Bell Schedule 2025-2026

Monday – Friday

1st Grade				2nd Grade			
7:20–7:55	UIL/Morning Duties/Extra Planning			7:20–7:55	UIL/Morning Duties/Extra Planning		
8:00–8:40:	Instruction			8:00–8:40:	Instruction		
8:40–9:25:	Instruction			8:40–9:25:	Instruction		
9:30–10:15:	Instruction			9:30–10:15:	Instruction		
10:15–10:50	Instruction			10:15–10:50	Instruction		
11:00–11:25:	Lunch			11:00–11:30:	Lunch		
11:30–11:55:	Recess			11:30–11:55:	Recess		
11:55–12:40:	PE			11:55–12:40:	Specials/PLC		
12:45–1:30:	Specials/PLC			12:45–1:30	PE		
1:35–2:20:	Instruction			1:35–2:20:	Instruction		
2:20–3:05:	Instruction			2:20–3:05:	Instruction		
3:05–3:30	Homeroom			3:05–3:30	Homeroom		
3:30	Dismissal			3:30	Dismissal		
3rd Grade				4th Grade			
7:20–7:55	UIL/Morning Duties/Extra Planning			7:20–7:55	UIL/Morning Duties/Extra Planning		
8:00–8:40:	Instruction			8:00–8:40:	Instruction		
8:40–9:25:	Instruction			8:40–9:25:	Instruction		
9:30–10:15	Specials/PLC			9:30–10:15	PE		
10:20–10:55:	PE			10:20–11:05:	Specials/PLC		
11:00–11:30:	Lunch			11:05–11:15:	Recess		
11:45–12:00:	Recess			11:20–11:50:	Lunch		
12:05–12:50	Instruction			11:55–12:40	Instruction		
12:50–1:35:	Instruction			12:40–1:25:	Instruction		
1:40–2:25:	Instruction			1:30–2:15:	Instruction		
2:25–3:10:	Instruction			2:15–3:00:	Instruction		
3:15–3:30	Homeroom			3:05–3:30	Homeroom		
3:30	Dismissal			3:30	Dismissal		
5th Grade							
7:20–7:55	UIL/Morning Duties/Extra Planning						
8:00–8:40:	Instruction						
8:45–9:30	PE						
9:35–10:20:	Instruction						
10:25–11:05	Instruction						
11:05–11:18:	Recess						
11:20–11:50:	Lunch						
11:55–12:40	Instruction						
12:45–1:30:	Instruction						
1:30–2:15:	Instruction						
2:20–3:05	Specials/PLC						
3:10–3:30	Homeroom						
3:30	Dismissal						

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High School Bell Schedule 2025-2026

Monday-Thursday	Times	Minutes
Morning Procedures	7:20-7:50	30
1st	8:00-8:45	45
2nd/5th	8:48-10:18	90
3rd/6th	10:21-11:51	90
Lunch A/ Homeroom	11:51-12:21	30
Lunch B/ Homeroom	12:21-12:51	30
4th/7th	12:51-2:21	90
8th	2:24-3:09	45
9th	3:12-3:57	45

Friday	Times	Minutes
Morning Procedures	7:20-7:50	30
1st	8:00-8:45	45
2nd	8:48-9:33	45
3rd	9:36-10:21	45
4th	10:24-11:06	45
5th	11:09-11:54	45
Lunch	11:54-12:24	30
6th	12:24-1:09	45
7th	1:12-1:57	45
8th	2:00-2:45	45
9th	2:48-3:33	45

Pep Rally Friday	Times	Minutes
Morning Procedures	7:20-7:55	35
1st	8:00-8:41	41
Pep Rally	8:44-9:08	24
2nd	9:11-9:52	41
3rd	9:55-10:36	41
4th	10:39-11:20	41
5th	11:23-12:04	41

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Lunch	12:07-12:37	30
6th	12:40-1:21	41
7th	1:24-2:05	41
8th	2:08-2:49	41
9th	2:52-3:33	41

ECC Morning Duty Rotation 2025-2026

Week	Date	Outside Car Duty	Inside Hall Duty	Breakfast Duty
1	Aug. 11-15	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
2	Aug. 18-22	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers

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3	Aug. 25-29	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
4	Sept. 2-5	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
5	Sept. 8-12	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
6	Sept. 15-19	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
7	Sept. 22-26	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
8	Sept. 29-Oct. 3	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
9	Oct. 6-10	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
10	Oct. 14-17	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
11	Oct. 20-24	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
12	Oct. 27-31	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
13	Nov. 3-7	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
14	Nov. 10-14	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
15	Nov. 17-21	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
16	Dec. 1-5	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
17	Dec. 8-12	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
18	Dec. 15-19	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
19	Jan. 5-9	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
20	Jan. 12-16	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
21	Jan. 19-23	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
22	Jan. 26-30	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
23	Feb. 2-6	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
24	Feb. 9-13	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
25	Feb. 17-20	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
26	Feb. 23-27	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
27	March 2-6	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
28	March 9-13	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
29	March 23-27	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
30	March 30-April 2	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
31	April 6-10	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
32	April 13-17	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
33	April 20-24	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers
34	April 27-May 1	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
35	May 4-8	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers

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36	May 11-15	Cano, Leija, & McMillan	Bentle, Munoz, & Ornelas	All Classroom Teachers
37	May 18-21	Bentle, Munoz, & Ornelas	Cano, Leija, & McMillan	All Classroom Teachers

ECC Afternoon Duty Rotation 2025-2026

Week	Date	Car Duty	Hall Duty	Bus Duty
1	Aug. 11-15	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
2	Aug. 18-22	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
3	Aug. 25-29	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
4	Sept. 2-5	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
5	Sept. 8-12	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
6	Sept. 15-19	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
7	Sept. 22-26	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
8	Sept. 29-Oct. 3	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
9	Oct. 6-10	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
10	Oct. 14-17	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
11	Oct. 20-24	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
12	Oct. 27-31	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
13	Nov. 3-7	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
14	Nov. 10-14	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
15	Nov. 17-21	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
16	Dec. 1-5	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
17	Dec. 8-12	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
18	Dec. 15-19	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
19	Jan. 5-9	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
20	Jan. 12-16	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
21	Jan. 19-23	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
22	Jan. 26-30	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
23	Feb. 2-6	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
24	Feb. 9-13	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
25	Feb. 17-20	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
26	Feb. 23-27	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
27	March 2-6	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
28	March 9-13	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
29	March 23-27	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan

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30	March 30-April 2	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
31	April 6-10	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
32	April 13-17	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle
33	April 20-24	All Teachers	Bentle, Leija, McMillan, Munoz, & Ornelas	Cano
34	April 27-May 1	All Teachers	Bentle, Cano, Leija, Munoz, & Ornelas	McMillan
35	May 4-8	All Teachers	Bentle, Cano, Leija, McMillan, & Ornelas	Munoz
36	May 11-15	All Teachers	Bentle, Cano, McMillan, Munoz, & Ornelas	Leija
37	May 18-21	All Teachers	Cano, Leija, McMillan, Munoz, & Ornelas	Bentle

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Morning Duty Roster

Roscoe Elementary
2025-2026

Week of:	Cafeteria	Gym	Library	Greeter
Aug. 11	Morris/Ughanze	Best/Loyd	Solis/Flores	Blueford
Aug. 18	Blueford/Williams	Best/McElyea	Covington/Morales	Solis
Aug. 25	Solis/Espinoza	Best/Barkley	Morris/Wilson	Covington
Sept. 2	Covington/Menken	Best/Toothman	Blueford/Boston	Morris
Sept. 8	Morris/Denton	Covington/Roach	Solis/Hardin	Blueford
Sept. 15	Blueford/Loyd	Morris/Flores	Covington/Ughanze	Solis
Sept. 22	Solis/McElyea	Blueford/Morales	Morris/Williams	Covington
Sept. 29	Covington/Barkley	Solis/Wilson	Blueford/Espinoza	Morris
Oct. 6	Morris/Toothman	Best/Boston	Solis/Menken	Blueford
Oct. 14	Blueford/Roach	Best/Hardin	Covington/Denton	Solis
Oct. 20	Solis/Flores	Best/Ughanze	Morris/Loyd	Covington
Oct. 27	Covington/Morales	Best/Williams	Blueford/McElyea	Morris
Nov. 3	Morris/Wilson	Covington/Espinoza	Solis/Barkley	Blueford
Nov. 10	Blueford/Boston	Morris/Menken	Covington/Toothman	Solis
Nov. 17	Solis/Ughanze	Blueford/Loyd	Morris/Flores	Covington
Nov. 24	*****	*****	*****	*****
Dec. 1	Covington/Williams	Solis/McElyea	Blueford/Morales	Morris
Dec. 8	Morris/Espinoza	Best/Barkley	Solis/Wilson	Blueford
Dec. 15	Blueford/Menken	Best/Toothman	Covington/Boston	Solis
Dec. 22	*****	*****	*****	*****
Dec. 29	*****	*****	*****	*****
Jan. 5	Solis/Denton	Best/Roach	Morris/Hardin	Covington
Jan. 12	Covington/Loyd	Best/Flores	Blueford/Ughanze	Morris
Jan. 19	Morris/McElyea	Covington/Morales	Solis/Williams	Blueford
Jan. 26	Blueford/Barkley	Morris/Wilson	Covington/Espinoza	Solis
Feb. 2	Solis/Toothman	Blueford/Boston	Morris/Menken	Covington
Feb. 9	Covington/Roach	Solis/Hardin	Blueford/Denton	Morris
Feb. 17	Morris/Flores	Best/Ughanze	Solis/Loyd	Blueford
Feb. 23	Blueford/Morales	Best/Williams	Covington/McElyea	Solis
Mar. 2	Solis/Wilson	Best/Espinoza	Morris/Barkley	Covington
Mar. 9	Covington/Boston	Best/Menken	Blueford/Toothman	Morris
Mar. 16	*****	*****	*****	*****
Mar. 23	Morris/Hardin	Covington/Denton	Solis/Roach	Blueford
Mar. 30	Blueford/Ughanze	Morris/Loyd	Covington/Flores	Solis
Apr. 6	Solis/Williams	Blueford/McElyea	Morris/Morales	Covington
Apr. 13	Covington/Espinoza	Solis/Barkley	Blueford/Wilson	Morris
Apr. 20	Morris/Menken	Best/Toothman	Solis/Boston	Blueford
Apr. 27	Blueford/Denton	Best/Roach	Covington/Hardin	Solis
May 4	Solis/Loyd	Best/Flores	Morris/Ughanze	Covington
May 18	Covington/McElyea	Best/Morales	Blueford/Williams	Morris
	**Morning Duties subject to change due to absences and UIL			

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	practices			
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Afternoon Duty Roster

**Roscoe Elementary School
2025 - 2026**

All Teachers are responsible for helping with dismissal. Vests and stop signs are in the front office. A detailed schedule will be posted in the hall.

Week of:	Outside Squares	Walkies	Orange Cards/Line	Classroom Monitors	Hall Monitors	Bus
Aug. 11	All Teachers	All Teachers	All Teachers	All Teachers	All Teachers	All Teachers
Aug. 18	*****	*****	*****	*****	*****	*****
Aug. 25	*****	*****	*****	*****	*****	*****
Sept. 2	*****	*****	*****	*****	*****	*****
Sept. 8	*****	*****	*****	*****	*****	*****
Sept. 15	*****	*****	*****	*****	*****	*****
Sept. 22	*****	*****	*****	*****	*****	*****
Sept. 29	*****	*****	*****	*****	*****	*****
Oct. 6	*****	*****	*****	*****	*****	*****
Oct. 14	*****	*****	*****	*****	*****	*****
Oct. 20	*****	*****	*****	*****	*****	*****
Oct. 27	*****	*****	*****	*****	*****	*****
Nov. 3	*****	*****	*****	*****	*****	*****
Nov. 10	*****	*****	*****	*****	*****	*****
Nov. 17	*****	*****	*****	*****	*****	*****
Nov. 24	*****	*****	*****	*****	*****	*****
Dec. 1	*****	*****	*****	*****	*****	*****
Dec. 8	*****	*****	*****	*****	*****	*****
Dec. 15	*****	*****	*****	*****	*****	*****
Dec. 22	*****	*****	*****	*****	*****	*****
Dec. 29	*****	*****	*****	*****	*****	*****
Jan. 5	*****	*****	*****	*****	*****	*****
Jan. 12	*****	*****	*****	*****	*****	*****
Jan. 19	*****	*****	*****	*****	*****	*****
Jan. 26	*****	*****	*****	*****	*****	*****
Feb. 2	*****	*****	*****	*****	*****	*****
Feb. 9	*****	*****	*****	*****	*****	*****
Feb. 17	*****	*****	*****	*****	*****	*****
Feb. 23	*****	*****	*****	*****	*****	*****
Mar. 2	*****	*****	*****	*****	*****	*****
Mar. 9	*****	*****	*****	*****	*****	*****
Mar. 16	*****	*****	*****	*****	*****	*****
Mar. 23	*****	*****	*****	*****	*****	*****
Mar. 30	*****	*****	*****	*****	*****	*****
Apr. 6	*****	*****	*****	*****	*****	*****
Apr. 13	*****	*****	*****	*****	*****	*****
Apr. 20	*****	*****	*****	*****	*****	*****

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Parent Conference Report

Student:

Parent:

Date:

Time:

Reason of Meeting:

Outcome / Action Taken:

Comments:

Student Signature

Parent Signature

Teacher Signature

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Teacher Incident Report

Name:

Position:

Date:

Time:

Reason:

Outcome / Action Taken:

Comments

Teacher Signature

Administrator Signature

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Criteria for the Spanish Honor Society

- Completed three semesters of Spanish
- A minimum of a 90 cumulative average in all Spanish courses
- Enrolled in a Spanish course in the current school year
- A behavioral record free from suspension, instances of academic dishonesty, and/or a pattern of inappropriate behavior
- Teacher recommendation

Criteria for Letter Jacket Awards

Academics

- **UIL Academic Competition** – Point at the district meet
- **National Honor Society** – Jr. or Sr., and met organizational standards
- **Student Council** – Minimum of 2 year or 40 hours of student council service
- **Robotics** – Minimum of 2 years or 40 hours of student participation

Athletics

- **Football** – 2 quarters played in varsity competition
- **Basketball** – 2 games played in varsity competition
- **Track** – Point at the District Meet
- **Cross Country** – Point at the District Meet
- **Powerlifting** – Advance beyond district competition
- **Golf** - Advance beyond district competition
- **Volleyball** - 2 games played in varsity competition

Fine Arts

- **Band** – Minimum of 12 points (based on accomplishments and participation)
- **One Act Play** – 2 year participation or advance beyond District competition
- **Cheerleading** – Minimum of 1 year participation

FFA

- **Active** member of FFA for 1 years
- **Satisfactorily competed** in at least 1 leadership event
- **Satisfactorily completed** in a speaking event
- **Satisfactorily participated** in 1 career development even

P-TECH

- **UAV-** minimum of 1 year participation and passing FAA part 107 exam
- **Vet Tech-** minimum of 1 year participation and obtaining the Certified vet assistant certification

* A student is eligible for only 1 letter jacket during his/her high school career.

* A student can opt to wait for his/her letter jacket through another organization, even if he/she is currently eligible.

* A student may wait until the junior year to receive a letter jacket, even if he/she is currently eligible.

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- * A student who is a junior or senior and has participated in one of the aforementioned organizations, without quitting the previous 2 years, is eligible to receive a letter jacket, regardless of other standards stated.
- * The standard letter jacket for Roscoe ISD will consist of a gray wool body with purple vinyl sleeves.

Reminders for Teachers

Accidents – If a person is injured in your class or while under your supervision, be sure to fill out an accident report and file in the office. Parents should be contacted.

After School – Sponsors of after school activities are not to allow students back into the school facilities unless under their direct supervision. Sponsors are responsible for securing the facilities before they leave.

Announcements – The Elementary will have morning announcements on the intercom/phone system. The High School will have announcements on the intercom/phone system during 1st period/Wednesday assemblies. .

Assessments – We must continuously assess the progress our students are making. Formative assessment should happen daily and summative assessment will be conducted at the end of a Chapter or Unit. Grades 6 -12 need to be prepared to conduct a six week assessment test, in Eduphoria, based on the TEKS/Objectives your class has covered according to the Scope and Sequence in TEKS Resource Management System. Grades 1-5 will be given a 6 weeks assessment in reading and science based on the curriculum scope and sequence and TEKS taught in conjunction with TEKS Resource Management.

Assemblies – High School will have weekly Assemblies on Wednesday 7:55-8:05

Attendance – Teachers *be sure to check attendance at the beginning of each class period* in Ascender. If a student is tardy, without permission, they must have a note from a teacher or the office. If they are more than 10 minutes late without a note for class the student will be counted absent. If you need to change a tardy or an absence, be sure to inform Mrs. Campa, as soon as possible. **Elementary & ECC** will need to check attendance first and second period. If students arrive to your class late, send them to the office to receive a tardy slip.

High School Funding Attendance is at 9:10

Personal Use of Electronic Communication

Policy DH

As role models for the district's students, employees are responsible for their public conduct even when they are not acting as district employees.. Employees will be held to the same professional standards in their public use of electronic communications as they are for any other public conduct. If an employee's use of electronic communications interferes with the employees ability to effectively perform his or her job duties, the employee is subject to disciplinary action, up to and including termination of employment. If an employee wishes to use a social network site or similar media for personal purposes, they employee is responsible for the content on the employee's page, including content added by the employee, the employee's friends, or members of the public who can access the

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employee's page, and for web links on the employee's page. The employee is also responsible for maintaining privacy settings appropriate to the content.

Between Classes – All teachers will need to be *standing at their doorway* during class exchanges to help monitor and greet students. Junior High and High School students will not be allowed to use the restroom during passing periods.

Cafeteria Service – Only 1 Charge will be allowed.

Student Breakfast:

Free to all students

Student Lunches:

Paid: \$2.70

Reduced Price: Free

Adult Breakfast: ? (waiting on USDA Rate)

Adult Lunch: ? (waiting on USDA Rate)

Classroom Management Plan – All teachers will be required to have Social Contracts visibly posted in their rooms. Be sure to review these contracts early and often. The students need to know your expectations. Show respect to earn respect, we are adults. This links directly to **Capturing Kids Hearts**.

Classroom Doors All exterior doors must remain locked and closed and never propped open.

Detention – High School: N after school detentions will be primarily used for policy infractions. Lunch detentions for disciplinary or academic reasons may occur in elementary.

Discipline – Be fair, consistent and document in all situations in Ascender. Please see campus specific Discipline Matrix. HS-Please use google form from Assistant Principal for documentation of TIER I behavior.

Enforcement of School Policy – *It is every faculty member's responsibility and duty to enforce any and all school board policy.* If we do not enforce it, we accept it. That makes us just as guilty as the students who break them.

Exemptions – Grades 8 – 12, who are currently taking regular high school courses will have the opportunity to be exempted from semester finals based on grades and attendance. 8th- 10th graders will be required to take two of the four core subjects per semester (Math/ Science the first semester and ELAR and Social Studies the second semester). 11th and 12th graders can exempt all semester finals. For the purpose of exemptions-Students must be in compliance within the 90% attendance rule. If a student has too many absences for 1 class period they lose exemptions for all classes. If a student owes money for any reason, they will automatically lose all exemptions. If a student is missing work

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he or she will not be able to be exempt from that class's final. A student can only be exempt if 80 or higher. All exemptions are at the teacher's discretion.

Evaluation of Staff – The professional staff of Roscoe Collegiate ISD will be evaluated as specified by TEA using T-TESS. This process should be viewed as an instrument to help us become the best we possibly can be. It is a tool for improvement and growth.

Extra-curricular Calendar - It is imperative that anyone who schedules an activity or event inform the office as soon as possible. This will help us avoid any conflicts and also spread the word to the rest of the school and community. ALL FORMS need to be completed.

Faculty Dress Code – We need to dress professionally to meet the general standards accepted by the community for business and office wear. Appearance needs to be clean and neat. Coaches need to wear athletic clothing only during athletic periods. Hats are not allowed in the classroom or building. Roscoe Spirit T-shirts are allowed on Friday. College & Career Shirts are encouraged on Thursday

Faculty Meetings – As Needed per administrator

Field Trips - Teachers will complete a Field Trip Request Form and submit to the campus principal at least two weeks before the trip.

Formative Assessment – needs to be done daily to measure what the students are learning and to help the teacher adjust lesson plans.

Gate Duty – All Elementary & ECC teachers will have gate duty for JH/JV home football games.. High School teachers will have gate duty for HS home football, volleyball, and basketball games. High school teachers will need to sign up for 3 duties.

GRADING POLICY AND PROCEDURES

****Grades need to be updated on a regular basis.**

Secondary - The grading formula for six week grades is as follows: 60% Test and or Major Projects and 40% Daily Homework. Each six weeks we need to have a minimum of ten (10) daily grades and a minimum of two (2) major grades per class. Students who fail anything other than 6 weeks and semester exams should be assigned tutorials and given the opportunity to retake for a higher grade based on an increase in knowledge and/or mastery. **A minimum of two daily grades or one test/major grade will need to be entered into the Ascender gradebook each week by 8:00 a.m. on Monday.**

Early Childhood Center - Progress for students in the Pre-Kindergarten and Kindergarten classes will be based on Mastery of the Content as demonstrated by the student and observed by the teacher.

Pre-Kindergarten and Kindergarten progress will be reported every six weeks through a report card. Three times a year, Circle Progress Monitoring (CPM) testing for Pre-Kindergarten and Circle Kindergarten Progress Monitoring (KPM) testing for Kindergarten will be conducted and reported.

The first report card for all grade levels must be obtained by the parent in a parent/teacher conference scheduled at the best possible time for both.

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Elementary -. The grading formula for six week grades is as follows: 20% Tests and or Major Projects and 80% Daily Homework. Each six weeks, students will have a minimum of ten (10) daily grades and a minimum of two (2) major test grades per class. Math classes will not have a six weeks test but will administer mid-module and end-of-module assessments as test grades as they fall within the scope and sequence of the curriculum. Students who fail anything other than 6 week checkpoints can be assigned tutorials and given the opportunity to correct for a higher grade based on an increase in knowledge and/or mastery. Six Weeks test grades will be curved before put into the gradebook but the raw scores will stand in eduphoria for data purposes. **A minimum of two daily grades or one test/major grade will need to be entered into the Ascender gradebook each week by 8:00 am on Monday.**

Elementary progress reports will be sent home every 3 weeks. Report cards will be sent out every 6 weeks. The first report card for all grade levels must be obtained by the parent in a parent/teacher conference scheduled at the best possible time for both.

Elementary students who do not complete their work may need to come before school the next day or may be subject to attend an after school work time. We must do everything we can to prevent failures.

Junior High and High School Teachers may use a different grading policy. If they have a policy in place it must be in a written syllabus, approved by the administrator, and signed by the parents and students.

ALL - Like years past, you will be collaborating in Project Based Learning Assignments, which will require more class time. Since most projects will have several phases (steps) you will still have plenty of opportunities for daily grades and the final project can be a major (test) grade.

House Bill 2033, states that a student's grade must reflect their content mastery. Students are to receive the grade they earn on all assignments and report cards.

Also our expectations will be that no student will turn in unacceptable work. If it is not done or not done correctly, we need to assign them to morning tutorials or tutorials at lunch (High School and Elementary) that very same day and continue to assign them until acceptable work is turned in. Please make sure a student is aware of his/her tutorial or detention and please make sure they have their work to complete.

High School:

College Class Grading Policy

At the 5 week grading period if a student has a grade less than 70 in a course, they are assigned to tutorials until the next 5 week grading period or until they can show they are in good standing in the class. These students can be assigned to tutorials at any time their grade falls below 70 if deemed necessary by the instructor, facilitator, or administrator.

Hall Duty – ALL TEACHERS are required to be out in the halls and visible to students between classes.

Length of Teaching Day –

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Secondary - Begins at 7:20 and ends at 4:15 for teachers, and 7:30 - 4:00 for paras.

Elementary - Begins at 7:20 - 4:00 for teachers, and 7:30 - 3:30 for paras. (Some paras will be on an earlier schedule.)

ECC - Begins at 7:15 - 3:45 for teachers and paras. (Some paras will be on an earlier schedule.)

Everyone needs to be punctual in the morning. All staff are required to sign - in each morning. If staff leave during school hours they are required to sign out and sign back in. Please communicate with your administrator should emergencies arise.

Lesson Focus— Everyone teaching a class is required to have a daily written Lesson Focus. The Lesson Focus needs to be accurate and complete, where anyone can come into your classroom and know what you are doing. The Lesson Focus for the week is due in SchoolMint by noon on Friday for Elementary. Detailed lesson plans may be requested by administration. The Lesson Focus for the week is due in SchoolMint on Monday by 8:00 am for High School.

Maintenance – Everyone is responsible for maintaining the facilities. Do your part and keep your classroom or teaching area as clean and as neat as possible. Also, it is your responsibility to make sure the students do their part in helping out. If you have any issue that needs attention from maintenance, let the office know. HS-please email Mrs. Mebane, she will complete a maintenance request. Elementary - please email Mrs. Freeman, she will complete a maintenance request.

Make up Work – A student who is absent, has the same number of days to make up work. Example: 2 days absent – 2 days to make up work.

***Moment of Silence** – Will take place during Morning Announcements or in 1st Period after the Pledges.

Pep Rallies – Pep Rallies will begin at 8:43 every Friday for High School football games. Students in grades PK-5 will be escorted to the pep rallies, sit on the gym floor, and monitored by their homeroom teachers. Students in grades 6 –12 are required to attend Pep Rallies. They will sit in the visitor side of the stands. Teachers need to be present and spread out to help lead the cheers and monitor students. No one needs to leave until they are dismissed by their campus administrator. JH Pep rallies will be at 8:45 on home football games and only JH students will attend.

Personal Business and Phone Calls – These matters need to be taken care of during your conference periods or lunch. If an emergency occurs, contact the office to have someone present to supervise your class. **The expectation is that you are not on your phone during class time.**

District Collaboration (DC) - TBA

***Pledges of Allegiance** – Will take place in Morning Assembly or the teacher will lead this in the classroom at the beginning of 1st Period, followed by Moment of Silence and the Announcements.

Restroom Breaks- Junior high and high school students will not be allowed to use the restroom during passing periods. We will also be using the five minute after and before rule. Students can not use the restroom until 5 minutes after the bell and cannot use the restroom 5 minutes before the bell. Only 1 student is allowed out of your classroom at a time, and the student will need a pass to be in the hallway

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during class time. Elementary students may use the restroom with teacher permission. Do not allow more than one student out of your classroom at a time.

Re-teaching – Re-teaching is a must. If students are not mastering a concept or showing understanding, re-teaching is required.

Retest – Students have the right to take a retest upon receiving a failing grade for a major exam, or they may be allowed to do corrections. Six-weeks tests, checkpoints, and semester exams may not be corrected or given again as a retest. Elementary - at teacher discretion, students may have the opportunity to retake a test for a higher grade.

Rounds and Observations - Everyone will be involved in Rounds, both as an observer and as the classroom being observed. The schedule will be created and disseminated by the Instructional Coaches. Everyone is expected to complete their observations during the week assigned.

Saturday School Protocols

- Arrive by 8:45 at the latest.
- Cell phones should be collected and placed on the administrator table.
- Students who are there to test only should spend one hour studying before the test. (9:00-10:00 to study, 10:00 start test).
- All other students will stay until 10:00, unless the Principal of Secondary Students has approved an early dismissal for someone.
- Students doing online work should be reminded to print work before submitting (printed work should be turned in to the administrator before leaving Saturday School).
- Students should be allowed to retrieve printed materials and supplies from lockers (one-student-at-a-time).
- Students should be allowed to use the restroom in the cafeteria only (one-student-at-a-time).
- Administrators on duty should walk around and monitor student work on a regular basis.
- Headphones/Earbuds for instructional videos only

School Functions – Teachers are strongly encouraged to take an interest in school functions and show their interest through their attendance. While attendance at athletic contests, school plays, band concerts, etc. is not required, what better way to show your students that you genuinely care about them and the Roscoe Collegiate ISD community.

Sponsors – It is imperative that you set the example for your organization in all things. All school sponsored meetings and activities must be cleared with an administrator first and parents must give consent. The office must be notified if an activity or a meeting is being planned to avoid scheduling conflicts and help prepare. Sponsors need to be present at all meetings and functions. Students are to follow all school policies when participating in extracurricular activities.

STAAR – State of Texas Assessment of Academic Readiness

STEM – Science, Technology, Engineering, and Math

P-TECH- Pathways in Technology Early College High School

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Students Changing Schedule – Students can only change schedules during the first week of each semester or the last week of a semester for the future semester. Counselors must also get approval from teachers, and administrators before a change will be made if it is after those dates.

Summative Assessments – We will strive to conduct three summative assessments per six weeks. Two of them can be at the end of a chapter or a unit. The last one needs to be the six-week assessment which needs to be made in Eduphoria for data collection. Also, the semester exam needs to be comprehensive over the entire semester.

Teacher/Staff Absences – If you are ill and need to be absent please notify your campus administrator as soon as possible, preferably before 7:00 a.m., to give us an opportunity to find a sub. If you are going to use a personal day or want to schedule a workshop, you need to **let the administrator know a week in advance by filling out the absence from duty form .**

Absence from Duty Form

Required materials for the sub:

- A roll sheet for each class
- An adequate lesson plan with plenty of relevant work for students
- Seating Chart will make a sub's job easier
- A complete schedule that identifies time and room schedule for each class
- Textbooks and all needed materials already run off
- All materials should be easy to locate for the sub, secretary, or principal
- Please call by 3:00 p.m., if you are going to need an additional day.
- **All requests for leave of absence forms need to be turned in to the campus administrator, NOT the secretary.**

ECC Teachers are required to file 1 full day of sub plans for PK Phonics/Kindergarten Math & Reading to be used in case of emergencies. If these plans and materials are used, the teacher will need to replace them.

Elementary Teachers are required to keep 1 full day of sub plans and materials ready to be used in case of emergencies. If these plans and materials are used, the teacher will need to replace them.

Secondary Teachers are required to file 1 full day of sub plans and materials to be used in case of emergencies. Turn them into the office by the second week of school. If these plans and materials are used, the teacher will need to replace them.

SICK LEAVE

Each year employees receive 5 local sick leave days. Sick leave days only accumulate to 30. Once an employee has used 5 sick days in a school year, a doctor's note is required on the 6th sick leave day. If a doctor's note is not submitted with the absence from duty form, the employee is docked for that day and any sick leave day thereafter that employee does not have a doctor's note until September 1st of the next school year.

SICK LEAVE COVERS THE FOLLOWING:

Personal illness, illness or death in the immediate family (husband, wife, child, father, mother, brother, sister, grandparents, mother-in-law and father-in-law)

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STATE PERSONAL LEAVE

Each year employees receive 5 state personal leave days. State personal leave days accumulate without limit. Once an employee has used 5 state personal leave days in a school year, the employee is docked on the 6th personal leave day taken and thereafter until September 1st of the next school year.

Five (5) days prior approval is required for state personal leave days. Not to be taken on the first or last day of the school term or on a day immediately preceding or following a school holiday.
Board Policy: Only five (5) discretionary days per year may be taken and no more than two (2) consecutively.

Testing Policy – (For High School) We need to give three tests per six weeks, one being the Six Weeks Test. Semester exams are not optional in any subject. All tests should be created in Eduphoria. All exams need to be designed to meet the length of the class and cover all presented materials for the semester.

Elementary & ECC six weeks tests will be created in Eduphoria by the Instructional Coaches/Principals. ICs/Principals will work with the teacher to create the six weeks tests based on the TEKS and YAG. All other tests or assessments will be created by the teacher. Teachers will also utilize Eduphoria for creating tests.

Teacher Training – All teachers who were certified after September 1, 1999 are required to do 150 hours of professional development every 5 years. All certificates of completed training need to be turned into the campus office and the Administration office.

Teacher Workroom – The teacher’s workroom is prohibited territory for students. **Teachers only.**

Unattended Classrooms - Classrooms should **never be left unattended**. In case of **an emergency**, **call** the office so they can find someone to cover your class.

Workshop and/or Conference – Teachers/sponsors may be allowed one overnight workshop and/or conference during the school year. If a special situation occurs or is needed for more than one, it will be with the Principal’s approval.

Purchasing Procedures

Policy -CH

All requests for purchases must be submitted with the appropriate approval signatures. No purchases, charges, or commitments to buy goods or services for the district can be made without prior approval. The district will not reimburse employees or assume responsibility for purchases made without proper authorization. Employees are not permitted to purchase supplies or equipment for personal use through the business office. Purchase requisitions and Student Activity forms **MUST** be completed. Student activity fund purchases **MUST** be approved ahead of time. Contact Sabrina Bishop,

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sbishop@roscoe.esc14.net for additional information on purchasing procedures or see your immediate supervisor.

Link to just the purchase requisition form

https://drive.google.com/file/d/132QS1xu1zMEDBT3Rj8gpXmWmW5kvumH/view?usp=drive_link

Link to Accounts Payable Google Folder with deposit forms, tax exempt forms, and the purchase requisition forms

https://drive.google.com/drive/folders/1jaPak6CVNEYHUUo_893ISJdH7cYteub3?usp=drive_link

Complaints and Grievances

Policy DGBA (LOCAL)

In an effort to hear and resolve employee concerns or complaints in a timely manner and at the lowest administrative level possible, the board has adopted an orderly grievance process. Employees are encouraged to discuss their concerns or complaints with their supervisors or an appropriate administrator at any time. The formal process provides all employees with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, employees can bring concerns or complaints to the board of trustees. For ease of reference, the district's policy concerning the process of bringing concerns and complaints is reprinted as follows:

<https://pol.tasb.org/PolicyOnline/PolicyDetails?key=940&code=DGBA>

It is the policy of Roscoe Collegiate ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; Section 504 of the Rehabilitation Act of 1973, as amended.

Roscoe Collegiate ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For more information about your rights or grievance procedures, contact the Title IX Coordinator, Tecka Heaps at theaps@roscoe.esc14.net, 325-766-3327, and/or the Section 504 Coordinator, Heather Ward at hward@roscoe.esc14.net, 325-766 - 3327.

Roscoe Collegiate ISD's Title IX administrators have attended Eichelbaum Wardell Hansen Powell & Munoz P C's "New Title IX and Regulations" series Materials from this series in compliance with Section 106.45 (b) (10) (0) (D) of the regulations can be found here:
<http://www.edlaw.com/materials/new-title-ix-r>

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Roscoe CISD- Important Dates:

***Please mark your calendars for these important dates**

Vertical Alignment Meetings 2024 - 2025

September 27 @ 7:20 - 8:40

November 8 @ 7:20 - 8:40

January 6 @ 8:30 - 10:00

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February 21 @ 7:20 - 9:00

Six - Week Grading Periods

- **1st Six Weeks – August 11 - September 19, 2025**
- **2nd Six Weeks - September 22 - October 31, 2025**
- **3rd Six Weeks – November 3 - December 19, 2025**
- **4th Six Weeks - January 6 - February 13, 2026**
- **5th Six Weeks – February 16 - April 3, 2026**
- **6th Six Weeks – April 6 - May 22, 2026**

Progress Reports – For Secondary, progress reports will be run on the **Monday following** the end of the three-week grading period. At the Elementary, progress reports will go home on **Thursday prior** to that Monday. The following dates are the end of the three-week grading period

	<u>Progress Reports – Elem</u>	<u>Progress Reports -HS</u>
<u>End of 3 Weeks</u>		
Friday - August 29, 2025	Aug. 28	Sept. 2
Friday - October 10, 2025	Oct. 9	Oct. 14
Friday - November 21, 2025	Nov. 20	Dec. 1
Friday - January 23, 2026	Jan. 22	Jan 26
Friday - March 6, 2026	March 5	March 9
Friday - April 24, 2026	April 23	April 27

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Summer School Dates

June 1, 2026 - July 17, 2026

*** All District Offices will be closed**
June 29, 2026 - July 3, 2026

ROSCOE COLLEGIATE PROFESSIONAL GROWTH SYSTEM TIMELINE

2024 - 2025

Roscoe Collegiate Professional Growth Appraisal System (T-TESS)

T-TESS Training	August
Goal Setting due	September 8, 2024
Walkthroughs	August - May
Formal Observations	September - December
All Formal Observations Completed	December 19, 2025
Summative Evaluations Completed	March 13, 2026

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STAAR Testing Calendar

<https://tea.texas.gov/student-assessment/testing/student-assessment-overview/testing-calendars>

RCISD TRAVEL APPROVAL FORM

[Transportation Form](#)

EXTRA CURRICULAR/CO-CURRICULAR ACTIVITY DISMISSAL FORM

https://docs.google.com/document/d/1KP2fSuonX0q_ggz-47Yupa_mXMpEMLjYnSOLrVpBHWI/edit?usp=sharing

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PURCHASE REQUISITION FORM

[Link to just the purchase requisition form](#)

https://drive.google.com/file/d/132QS1xu1zMDEDBT3Rj8gpXmWmW5kvumH/view?usp=drive_link

[Link to Accounts Payable Google Folder with deposit forms, tax exempt forms, and the purchase requisition forms](#)

https://drive.google.com/drive/folders/1jaPak6CVNEYHUUo_893ISJdH7cYteub3?usp=drive_link

District Communication

Throughout the school year, the Roscoe CISD administration office publishes newsletters, brochures, fliers, calendars, news releases, and other communication materials. These publications offer employees and the community information pertaining to school activities and achievements. They include the following:

Roscoe Collegiate ISD Website - www.roscoe.esc14.net

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